

MAJOR AWARDS

22 APRIL 1976

SECRET

SUGGESTION AND ACHIEVEMENT AWARDS COMMITTEE MEETING

Thursday, 22 April 1976

0930

5E 62, Headquarters

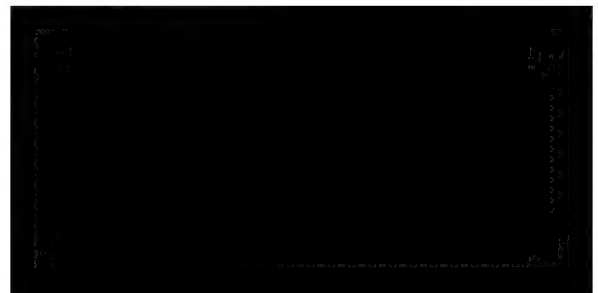
25X1A

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A T T E N D A N C E   L I S T

CHAIRMAN

F. W. M. Janney



A G E N D A

1. Call to order
2. Minutes of last meeting (TAB 1)
3. Executive Secretary's Report
4. Comments by Chairman
5. Discussion by Members
6. Vote on the following cases (TAB 2):

<u>TAB</u>	<u>NO.</u>	<u>SUBJECT</u>
*	76-144	Combine Nine Daily Photography Plot Sheets

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<u>TAB</u>	<u>NO.</u>	<u>SUBJECT</u>	
A	74-7	Fire Alarm System	
B	74-500	Inclusion on Forms 1962 and 1962a the Latest Qualifications Update	
C	74-510	Cost Reduction Technique for [REDACTED]	25X1A
D	75-461	Positioning of Press Sheet Register Marks	
E	76-225	Modification of Agency Trailers to Accept Air Force Pallets	
F	76-348	Security Procedures Guide for Compartmented Programs	25X1A
G	SA-42	Special Achievement Award Nomination for [REDACTED] [REDACTED]	25X1A 25X1A
H	SA-43	Special Achievement Award Nomination for [REDACTED] DDA/OC	

7. Adjournment

\*CODEWORD case to be distributed at the Committee Meeting.

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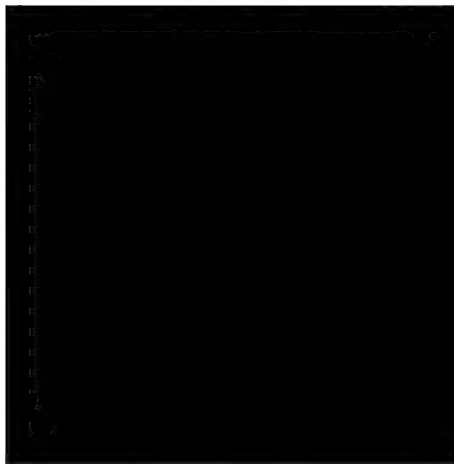
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SUGGESTION AND ACHIEVEMENT AWARDS COMMITTEE  
MINUTES

19 February 1976

On Thursday, 19 February 1976 at 1007, Mr. F. W. M. Janney, Chairman, chaired the regular meeting of the Suggestion and Achievement Awards Committee in 5 E 62, Headquarters. The following were present:



Office of the Director  
Directorate of Science  
and Technology  
Directorate of Operations  
Directorate of Intelligence  
Directorate of Administration

Office of Security

Executive Secretary  
Incentive Awards Officer

MINUTES

The minutes of the 10 December 1975 Meeting were approved as written.

1. REC. SEC.  
REPORT

Since the 10 December 1975 Meeting, 89 suggestions have been received; 83 or 93% were eligible and 6 ineligible. The Committee's Staff closed 57 cases. Three (3) Special Achievement and one (1) Exceptional Accomplishment Award nominations have been received since the last meeting.

In January, we obtained approval to have an Incentive Awards Program Bulletin Board installed on the wall leading to North Cafeteria. Posters and booklets have been periodically placed on the board in an effort to gain employee interest.

OJCS has been working on a computer program to encompass the data received through the program's system.

An issue of "Suggestion Exchange" was published in January; another issue is planned for April.

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The Presidential Cost Reduction Campaign has been extended through 5 May 1976.

COMMITTEE  
ACTION

The Committee took the following action on the cases listed below:

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<u>NO.</u>	<u>SUBJECT</u>	<u>ACTION</u>
75-41	[REDACTED]	\$900 award based on \$1,200 (\$110) annual savings, plus HIGH/BROAD (\$790) intangible benefits.
75-96	Use of .004 Base Lithographic Film	\$325 award based on annual savings of \$5,435.
SA-34	Special Achievement Award Nomination for [REDACTED] DDO/EA	\$700 Special Achievement Award (HIGH/BROAD).
SA-36	Special Achievement Award Nomination for [REDACTED] DDO/EA	\$1,000 Special Achievement Award (HIGH/BROAD).

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ADJOURNMENT

The meeting was adjourned at 1025.

[REDACTED]

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Executive Secretary  
Suggestion and Achievement Awards Committee

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SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

SUGGESTION NO. 74-500: dated 14 February 1974  
[REDACTED] GS-11  
Qualifications Analyst  
[REDACTED] GS-12  
Qualifications Analyst  
Directorate of Administration/OP

STATINTL

STATINTL

A. Summary of Suggestion

1. Amend Form 1962, "Master Qualifications Coding Record", and Form 1962a, "Qualifications System Record Change", to allow the OP/Qualifications Analysis Branch coder to include the date originally coded or the date the coding was last updated. This would save many man-hours spent by QAB personnel. They would locate the latest code sheet only to discover that the case was very recently updated. It would not need to be updated again until another roster was obtained covering that particular grade approximately six months to a year later (Detailed description of the qualifications coding procedure attached).

B. Evaluation

1. Chief, Control Division adopted the suggestion in November 1974. Inclusion of the coding date provides an effective control of the status of all coding completed and that remaining to be completed. Since QAB implemented the suggestion, it has not been necessary to manually record and maintain on a current basis coding dates and other records formerly required in order to know which files to order next for coding. As a result, QAB has been able to eliminate the services of one full-time contract employee, GS-05/5. This employee was released by QAB cob 3 March 1975 for assignment elsewhere. The incumbent was an annuitant and only received 90% of the GS-05/5 salary. Chief, Control Division estimated that

this employee spent 80% of her time in the tasks that are eliminated by this suggestion or a net cost effectiveness of \$7,284 annually.

2. Intangible benefits:

Previously QAB ordered Official Personnel Folders by name. Out of every 100 received from OP Files, some percentage had been recently coded and had to be sent back for file. During the interim period, the recently coded files were in the mail system and were not immediately available to customers who needed them. Out of every 100 files ordered, usually about 25 were unnecessarily sent to QAB when they actually had been coded recently.

Now, QAB only obtains files actually needed for up-date of qualifications and coding. This also saves time in the Central File Room because only files that are needed are pulled.

Chief, Control Division rated intangible benefits MODERATE/EXTENDED.

C. Recommendation of Executive Secretary

1. Not line of duty.

2. \$500 award, equally shared, based on annual savings of \$7,284 (\$415), plus MODERATE/EXTENDED (\$85) intangible benefits.

D. Decision of the Committee

<u>✓</u>	Approved	<u>500</u>	Award
	Disapproved	<u>4/22/76</u>	Date

Att



ATTACHMENT TO SUGGESTION NO. 74-500

Original coding of qualifications information for new employees is done regularly by QAB on the basis of monthly EOD accessions listings received from OJCS. Updating of qualifications information is done regularly by QAB by requesting of OJCS a machine listing of all staff personnel of a specific grade or grades who are on duty as of a certain date. These requests for rosters follow, insofar as possible, grades in the same order in which Fitness Reports are prepared annually. This is not always possible because it depends upon the availability of official personnel folders for use by QAB and upon the number of qualifications coders on duty with QAB at a particular time.

At the time a case is originally coded by QAB - and thereafter each time the coding is updated - the coder stamps the date coded on the OPF, on the bottom of the latest code sheet (which he has just prepared), and on a 5x8 code card (which shows any information already in the computer concerning that particular individual). Each time a group of code sheets are sent by QAB to Headquarters (OP/CD/TRB) for inputting into the computer, the 5x8 code cards are used by QAB personnel to manually insert the date coded on the grade roster which is being used at that particular time to pull files for coding. The 5x8 cards must be sorted by grade, alphabetized within each grade, each individual name located on the proper grade roster, and the date coded manually inserted on the roster.

When a roster of a particular grade requested by QAB from OJCS is received in QAB, that roster is checked against the most recent similar roster, and the latest code date (if within the most recent six-month period) is transferred from the most recent roster to the newly-received roster. Such date indicates that the particular case will not need update coding at this time and the code sheet will be retained in the QAB files until the next time employees of that particular grade are coded. All names remaining on the newly-received roster are next checked against the master code sheet (presently retained in QAB while the employee is on duty with the Agency) to determine if they were coded long enough ago to be updated again at this time. Both of these steps necessitate many man hours per month. The code sheets can be in numerous places -- alphabetically in the QAB master code sheet files; in active use being made ready for the coders; actually with a QAB coder being coded (including enroute to or from the Headquarters building for use by one Branch coder who works physically in the Hqs. building of convenience of obtaining "D" designee OPFs); enroute to or from Hqs. for typing on the flex-o-writer tape for insertion in the computer records; being held aside for correction of "kick-outs" from the previous month (cases which, for one reason or another, were not accepted by the computer); or possibly in alphabetical groups of code sheets in QAB awaiting receipt of OPFs. At such time, as the code sheet is found, if it was last coded six months or more earlier, the OPF is requested and, when received, the case is prepared and given to a coder for "coding update".

QAB attempts to update coding on each employee at least once a year in order to include information furnished on Forms 444n, the latest fitness reports, and any other pertinent papers in the OPFs. Some cases are coded twice a year.

If the date coded were included on the Forms 1962 and 1962a and inputted into the computer records, QAB could ask OJCS for a machine listing of all those employees (for a certain grade or grades) whose qualifications had not been coded since a particular date -- which would mean that all cases listed could be coded without QAB's taking all the additional time now necessary to determine which ones of that group actually need updating. Or, if such a roster could be used for any other purpose as well, QAB could ask that all names of persons of a certain grade be listed and request that OJCS show, in addition to the information now shown on the rosters (name, serial number, grade, service designation), the date each case was last coded. It would take only a few minutes to review the roster and delete any cases which would not require updating at that particular time.

In addition, just as a matter of information, it often would be helpful to know just when a particular case was last coded. For example, a man claims he received an MA degree in a specific subject from a particular university in November of 1973, yet his name does not appear on a recent roster of individuals who have MA degrees in that particular subject.

A quick look at the 5x8 card would indicate immediately!

that the reason the name did not appear on that particular roster was because the qualifications information had not been updated since June of 1973. When furnishing information to a requestor, a check of the 5x8 cards would reflect just how the information is on a particular individual.

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SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

STATINTL

SUGGESTION NO. 75-461: dated 25 February 1975

Layout Stripper  
Directorate of Administration/OL/P&PD

A. Summary of Suggestion

1. Background

When imposing negatives prior to plating, it was the OL/P&PD stripper's responsibility to position 3 register marks on one lay of each color if the job is a map or graphic, and on every lay or flat if the job is text. The marks enable the pressman to determine the vertical and horizontal centers of the sheet of paper as it comes off the press. They are his means of determining the position of the image on the paper. Most important, these marks are used to register one printed color to another, often being the only means of register if the work is such that it cannot be registered to itself.

2. Suggestion

A constant gripper mark is used at present; it is burned on the plate by the platemaker. The suggester proposed the incorporation onto this lay of the 3 sheet register marks so that they and the gripper marks are burned onto the plate simultaneously. Thus, the layout man would no longer have to add the 3 register marks to each flat.

B. Evaluations

1. OL/P&PD adopted the suggestion in June 1975. The procedure to prepare each lay or flat to enable burning the gripper mark and the 3 register marks on the plate simultaneously was made independently of other efforts made by P&PD officials over the past year.

2. The improvement does not cause any additional labor in P&PD operations subsequent to the stripping operation and sufficient accuracy has been obtained. The suggestion saves approximately 3 minutes for each lay which requires gripper marks. From November 1974

through October 1975, 28,166 lays were produced in the Offset Photography Branch. Approximately 40% of these, or 11,266, would have required register marks. A 3-minute savings on each would save 563 man-hours annually. The Special Printing Plant estimates savings of 137 man-hours annually. At \$9.78 per hour this represents an annual savings of \$6,848.

3. OTS/GARB has been employing this technique in various ways for at least ten (10) years with excellent results.

4. NPIC is currently using the suggestion for a 2 month trial period and will evaluate results at the end of that time.

C. Recommendations of the Executive Secretary

1. Not line of duty.

2. \$395 award based on annual savings of \$6,848.

3. Obtain NPIC's evaluation in May 1976 and determine if additional award is deserving.

D. Decision of the Committee

<u>✓</u>	Approved	<u>\$ 395</u>	Award
<u>                    </u>	Disapproved	<u>4/22/76</u>	Date

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SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

25X1A

SUGGESTION NO. 76-225: dated 16 October 1975  
[REDACTED] WG-12 (GS-10 equiv.)  
Automotive Mechanic  
[REDACTED], GS-08  
Motor Transportation Assistant  
Directorate of Administration/OL

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A. Summary of Suggestion

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1. Background

The standard enclosed truck trailer used by the Agency Freight Branch had a door width of only 87 1/2 inches. This restricted the use of Air Force 88 inches x 108 inches AF 463 L pallets to open flatbed trailers.

2. Possible Solution

Procure enclosed replacement trailers with wider door openings - when old trailers are replaced. Vendors were queried, but the widest door available was 88 1/2 inches, which would provide a clearance of only 1/4 inch on each side of the pallet (too little to be acceptable). To increase the width of the door would increase the cost of each trailer by \$1,500.

3. Suggestion

Modify the door frames of the enclosed trailers by cutting a notch 1 1/4 inch deep by 8 inches high. The notch was cut two (2) inches above the trailer floor to allow conveyors to be used inside the trailers. Reinforcing

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plates were welded to the outside of the door frame so that the notches do not weaken the structural integrity of the trailers. The increased width of the trailer door to 90 inches allows the AF 463 L pallet to enter the trailer without difficulty. The suggesters also improvised a temporary roller system to facilitate movement of the pallets to the floor of each trailer.

B. Evaluation

1. OL said four (4) truck trailers were modified in October 1974 as a result of this suggestion. Attached is a detailed description of savings, cost avoidance and intangible benefits realized.

2. Since total modification costs were so low (\$100) and the equipment has a 9/10 year estimated remaining life, deductions were not made from the first year savings. OL rates intangible benefits as SUBSTANTIAL/BROAD. This improvement gives much better protection to our shipments destined for world-wide locations.

C. Recommendation of Executive Secretary

1. Not line of duty.

2. \$900 award, equally shared, based on annual savings and cost avoidance of \$12,442 (\$615) plus SUBSTANTIAL/BROAD (\$285) intangible benefits.

D. Decision of the Committee

<u>✓</u>	Approved	<u># 100</u>	Award
	Disapproved	<u>4/22/76</u>	Date

Att

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MAY 1962 EDITION

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UNITED STATES GOVERNMENT

# Memorandum

TO : Chief, Plans & Program Staff/OL  
 THRU : Chief, Operations Support Branch, SD/OL  
 FROM : Chief, Freight Traffic Branch/CD

DATE: 27 Feb 1966

SUBJECT: Employee Suggestion No. 76-225

The following are the answers you requested concerning the subject employee suggestion.

## (a) Breakdown of Modification Costs

Labor	: 2 hrs per trailer @ \$7.02 per hr x 4 trailers	= \$56.16
Materials:	Reinforcement Plate - 4" x 12" x 1/2"	
	2 per trailer @ \$4.50 each x 8 total	= 36.00
	Welding rod/Gas total 4 trailers	= 8.00
	Total Modification costs	<u>\$100.16</u>

## (b) Estimated Remaining Use Life of 4 Modified Trailers

2 Each 1973 Models Estimated Remaining Life = 9 years  
 2 Each 1974 Models Estimated Remaining Life = 10 years

## (c) Transportation Cost Avoidance

It is impossible to provide an accurate figure as to the actual savings both in packaging materials, labor and transportation costs that have been realized as the result of the modification. Because of the flexibility, we now enjoy being able to move loaded Air Force 463L pallets over long distances in an enclosed protective trailer; we have been able to reduce the amount of packaging required. In addition, although a flatbed and an enclosed trailer are about the same length and width, we are able to move more bulk cargo in trailers because the vehicle can be loaded to its ceiling. Moving bulk cargo on a flatbed requires either heavy packaging protection against the elements or requires loading the bulk cargo in conexes, which are placed on the flatbed. The use of conexes restricts the available cube.



OL 6 0246A

SUBJECT: Employee Suggestion No. 76-225

In addition to the intangible savings cited above, we have been able to show probable savings of \$6,442. A detailed breakdown of these savings is shown on the attached.

(d) Job Description of Suggestors

This suggestion was submitted by the Central Depot's mechanic and truck dispatcher. The general duties of the mechanic are to maintain Depot vehicles in proper running order; the dispatcher's duties, as his title implies, are to dispatch vehicles and to supervise eight drivers. This suggestion does not fall within the job descriptions of the suggestors.

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Attachment

ADDENDUM

COST AVOIDANCE

Added purchase price of \$1,500 per trailer which would have been spent to acquire 88 1/2 inch door width models x 4 trailers = \$6,000.

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SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

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SUGGESTION NO. 76-348: dated 2 February 1976

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[REDACTED] GS-07

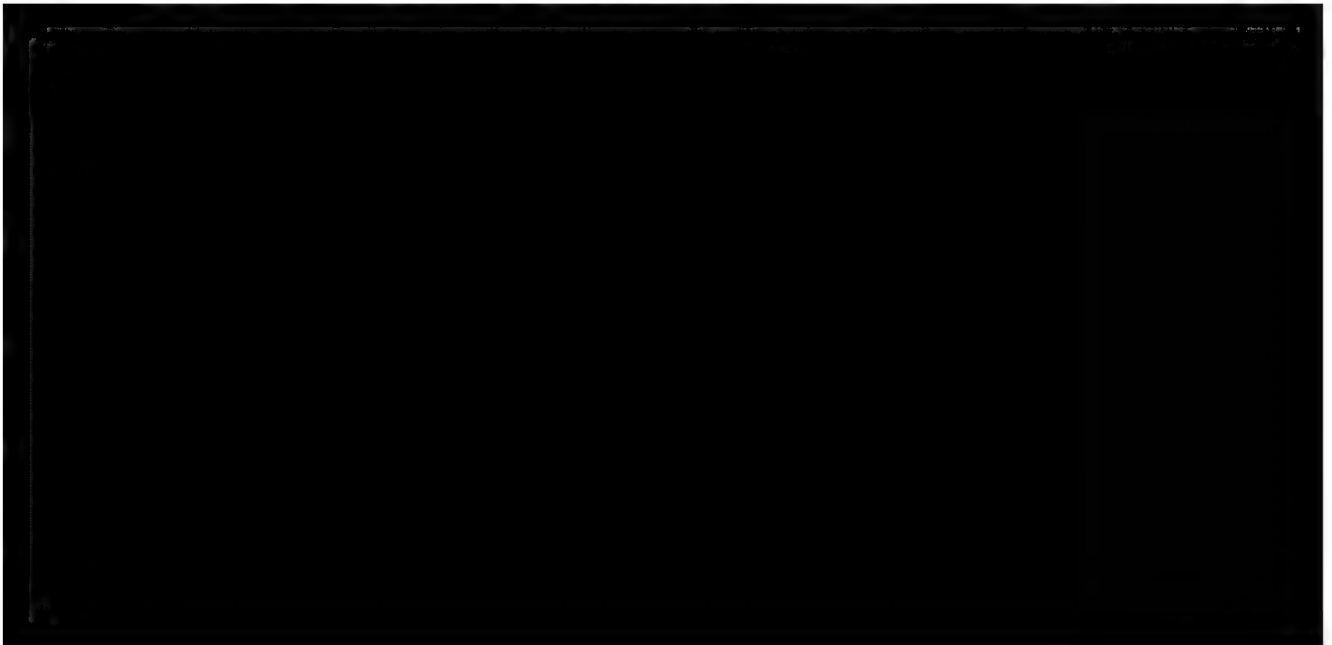
Secretary

Directorate of Science and Technology/  
[REDACTED]

25X1A

A. Summary of Suggestion

The attached memorandum of 2 February 1976 forwarded a "Security Procedures Guide for Compartmented Programs", to Chief, Security Management Staff, DD/S&T. Description of the handbook prepared by the suggester is attached. (The handbook will be on display at the Committee Meeting).



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3. Although the suggester indicated a potential savings of time by the OD&E Security [REDACTED] valued at about \$9,000 annually and savings by contractor personnel, Chief, DD/S&T Security Management Staff believes that recognition, especially at this stage, should be based upon intangible benefits. He rates the value from this improvement at HIGH/BROAD on the Intangible Benefits Guide and recommends an award of \$700. Executive Officer, Directorate of Science and Technology concurs.

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D. Recommendation of Executive Secretary

1. Not line of duty.

2. \$700 award based upon intangible benefits of HIGH/BROAD. After one year, ask Chief, Security Management Staff, DD/S&T for a final report of the results gained from use of the booklet among all contractors.

E. Decision of the Committee

✓ Approved <sup>15</sup> 700 Award  
Disapproved 4/22/76 Date

Atts

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DD/S&T# 609-76

2 February 1976

MEMORANDUM FOR: Chief, Security Management Staff, DDS&T

SUBJECT : Security Procedures Guide for Compartmented Programs

25X1A 1. Per our telecon of last week, I am forwarding the Subject book prepared by [REDACTED]. This book is now complete with the exception of the forms and revised cover sheets which were requested by the SSC. In order to expedite the approval process, we are requesting that these forms be inserted at Headquarters, in the places indicated by paper clips. All other corrections, etc, desired by the SSC, have been made. We will retain the original copy here to enable us to discuss if a question arises.

25X1A 2. Also attached is an information sheet prepared by [REDACTED] containing the data requested on Form 244, the Employee Suggestion. This should facilitate the presentation to the awards committee.

25X1A 3. If there is any additional information we can provide, please advise. We greatly appreciate your help on this matter. [REDACTED] has worked very hard on what I feel will be a very useful tool for all contractors.

[REDACTED]  
Chief, WCFS

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Attachments

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SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

SA NO. 43: Nomination Date: 12 March 1976 25X1A  
[REDACTED] GS-10  
Telecommunications Specialist  
Directorate of Administration/OC

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A. Summary

The attached nomination dated 12 March 1976 from Acting Director of Communications and concurred in by the Associate Deputy Director for Administration, recommends [REDACTED] for the Agency's Special Achievement Award and honorarium of \$1,000.

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B. Supplemental Information

Executive Assistant, OC said that [REDACTED] is occupying an EUR Division position. Both OC and EUR recognize the need for a full-time communicator and an administrative assistant, but neither has the requirement near the top of their priority list.

C. Recommendation of Executive Secretary

\$1,000 Special Achievement Award (EXCEPTIONAL/EXTENDED).

D. Decision of the Committee

✓ Approved \$1,000 Award  
Disapproved 4/22/76 Date

Att

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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Special Achievement Award - J.G.S.

SA-43

FROM:

Acting  
Director of Communications  
2D00 HQS

EXTENSION

6628

NO.

OC M76-139

DATE

12 March 1976

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Deputy Director for  
Administration  
7D18 HQS

2.

3. Chairman, Suggestion  
& Achievement Awards  
Committee 5E54 HQS

4.

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DDA:

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This case has been discussed with <sup>staff</sup> members of the Suggestion & Achievement Awards Committee, and we have indicated to them that we recommend an award of \$1,000.



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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: EXECUTIVE SECRETARY  
SUGGESTION AND ACHIEVEMENT  
AWARDS COMMITTEE  
5-E-54, HEADQUARTERS

EXTENSION

NO.

7394

DATE

15 April 1976

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Mr. F. W. M. Janney  
5E 58 Headquarters

2.

3.

4.

5.

7.

8.

9.

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11.

12.

13.

14.

Attached is the AGENDA for  
the Suggestion and Achieve-  
ment Awards Committee  
Meeting on Thursday, 22  
April 1976 at 0930 in  
5E 62 Headquarters.

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